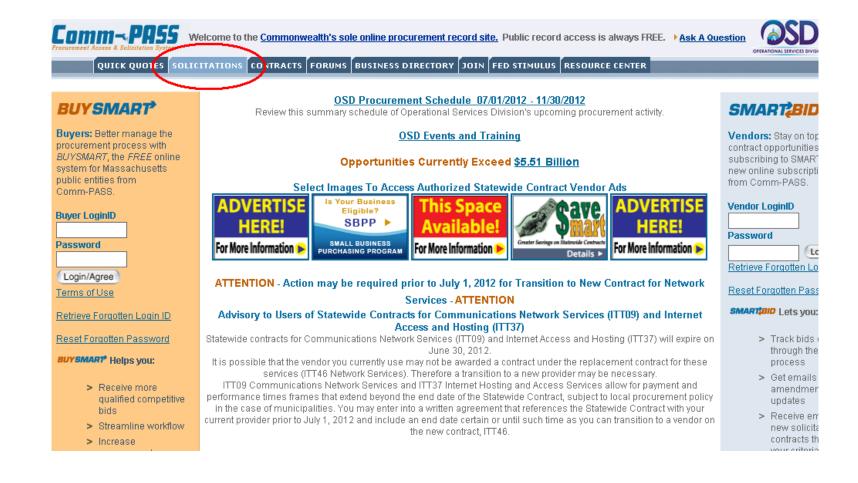
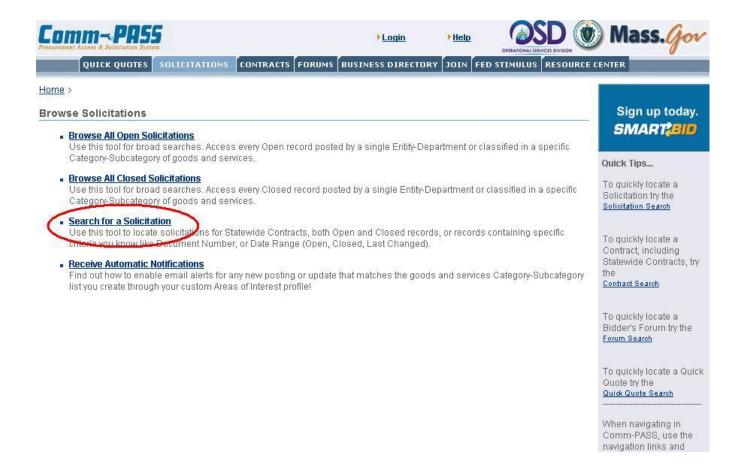
# How to Find a Treasury RFR on Comm-Pass

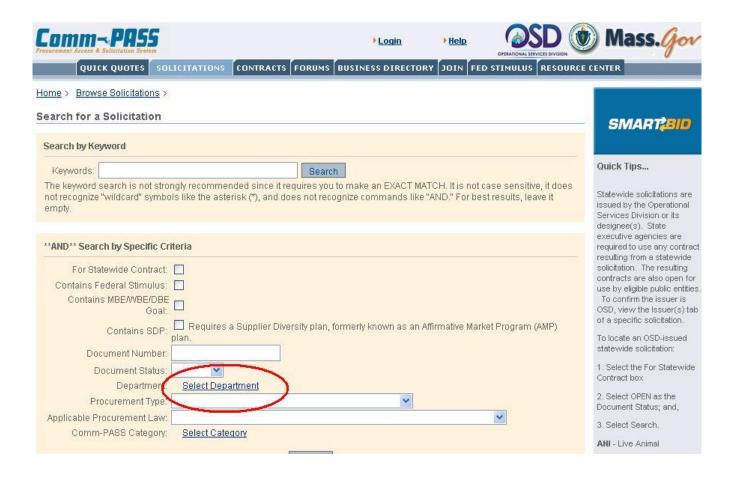
- Go to http://www.comm-pass.com/
- Select tab for "Solicitations"



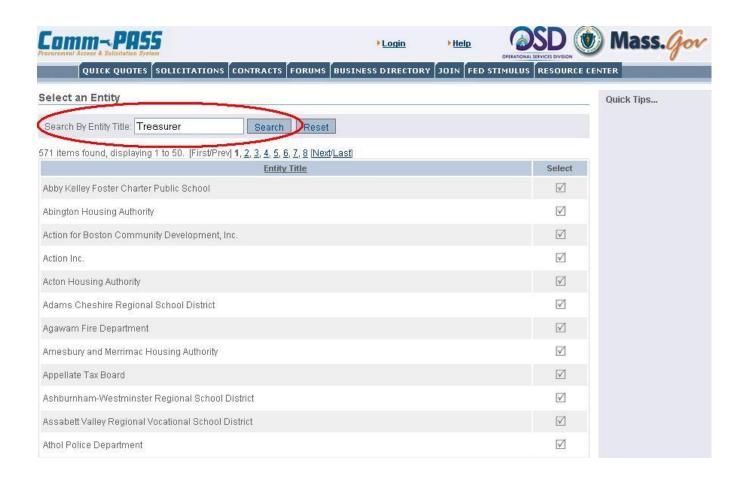
### Select "Search for a Solicitation" (third bullet)



#### Go to the middle panel and "Select Department"



#### In the box "Search for Entity Title", type "Treasurer" and search

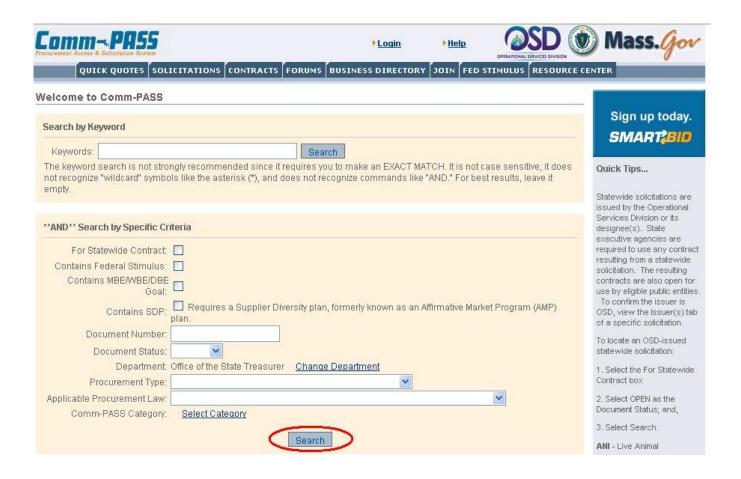


- The Office of the Treasurer will appear.
- Click on the box on the right under select. Please note, you may have to click it twice.

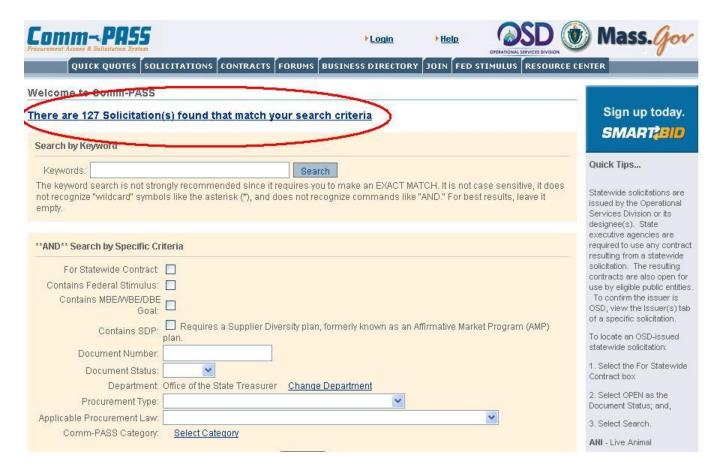


You will be returned to the page with the three orange panels

Click "search" in the middle panel (now the search will execute with the Office of the Treasurer as the department). Leave the search box blank to display all current solicitations under TRE



- At the top of the page it will return a link noting the number of solicitations found
- Click on that link



## Select the solicitation you are looking for by clicking on the eye glasses under the "View" column.

